## Attachments & Corrections

### Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.

2. Click on the icon next to the "Attachments" drop down box.

3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.

4. Click on the "Open" button.

5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with the document, with the file size of EACH attachment not to exceed 2 MB. Click on the "Header" tab to return to the Combo.

### Corrections before Submission

1. If after reviewing the invoice and receiving report information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.

2. Once the information is correct, click "Create Document" then "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

3. If additional invoices or receiving reports are to be created, choose "Return". This will take you back to the initial WAWF input screen.

## Training & Information

**WAWF Production Site**

https://wawf.eb.mil

**Web-Based Training Site**

http://www.wawftraining.com

**WAWF Practice Site**

https://wawftraining.eb.mil

**Navy WAWF Assistance Line**

1-800-559-WAWF (9293)

**Navy WAWF Quick References**

http://acquisition.navy.mil/
navyaos/content/view/full/3521

**DISA Ogden Help Desk**

1-866-618-5988

cscassig@csd.disa.mil

# WAWF
## Quick Reference

# Creating a Combo Invoice

Created by Universal Consulting for the
US Navy

# Creating a Combo Invoice

## Getting Started

1. Go to the WAWF Production Site at https://wawf.eb.mil
2. Click on "Logon" and type your user ID and Password and click "Submit".
3. Click the "Vendor" link on the left side of the screen.
4. Click on the sub-link for "Create New Document".
5. Type in contract number and delivery order number (if applicable).
6. Select the CAGE Code for your company from the drop down box and click continue.

Note: If the contract data for the contract number you entered is not available in NAFI/EDA, contact your contracting office.

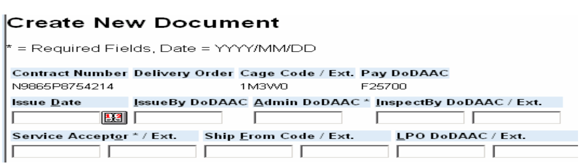
7. Enter the Pay DoDAAC, and click "Continue".
8. Click on the radio button for "Combo" and indicate inspection/acceptance points or check the "Template" box to create the invoice from a previous invoice. Click "Continue".

Note: For the "Template" function, please verify the information that is pre-populated.

## Routing Information

9. Complete the mandatory fields (designated by an asterisk) for the following roles:
   - Issue DoDAAC (may default)
   - Admin DoDAAC (may default)
   - Inspector DoDAAC (if required)
   - Ship To DoDAAC
   - LPO DoDAAC and click "Continue"

Note: Routing Codes are in the contract, if not, contact the contracting officer.

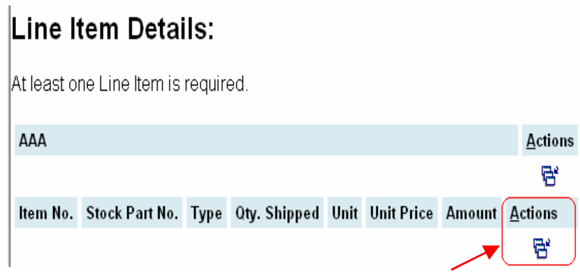



## Header Tab

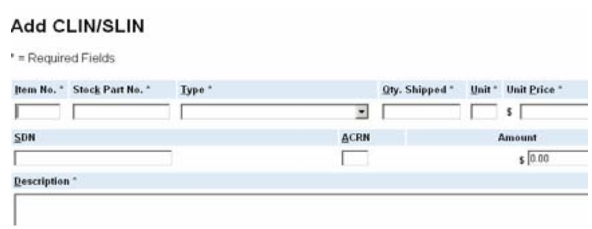
10. Type shipment number & invoice number and fill in both date fields (YYYY/MM/DD).

## If Line Item Tab NOT Pre-Populated

11. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the lower icon under "Actions" to add a line item.




12. Type the item number (e.g. 0001 or 0001AA). Follow the format given in the contract.
13. Type the "stock part number", and select the part type from the "Type" drop down menu. (If there isn't one, type "NONE" & choose Vendor Part number from the drop-down)
14. For the "quantity shipped", type in the total number of items shipped.




15. Type "EA" for each, "LO" for Lots, or "S1" for semesters in the Unit field. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.
16. Type the unit price.
17. Complete the description for the CLIN/SLIN. Be as descriptive as possible.

Note: Do not complete the "Long Line of Accounting" information (SDN and ACRN). The Government certifier is responsible for completing these fields during the invoice certification process. Only fill in what is REQUIRED as notated with an asterisks (*).

18. You may fill out the Milstrip Number and Milstrip Quantity if required by clicking on the "Milstrip" tab at the top of the page.
19. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the lower icon under "Actions" to add another CLIN/SLIN. Repeat these steps for each additional line item.

Note: If Transportation charges were not given its own Item Number, use 9999 with Stock Number of: NONE, Stock Number Type of: VP, Quantity of: 1, Unit of Measure as: EA, Unit Price: with the correct amount, and Description as: Transportation. Transportation charges exceeding $100 will need receipts attached. (See instructions on the back of this sheet.)

## Discounts Tab (Optional)

20. Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the "Save Discount" button.

## Comments Tab (Optional)

21. Click the "Comments" tab if you would like to add a comment.

## Misc. Amounts Tab (Optional)

22. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

## Submitting the Combo

23. Click the "Header" tab to return to the data capture screen.
24. Click the "Create Document" button and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the Combo invoice.
25. When everything is correct, click "Submit" (first for the invoice, then click Submit again for the receiving report.) You will receive two email notifications (one for the invoice and one for the receiving report.)
26. You will get a screen that says your documents were submitted successfully. There is a blue hyperlink on this page entitled "Send additional email notifications" and you can click this link if you'd like to add anyone's email address for distribution.